

THE JOINT STAFF

MEMORANDUM FOR SHAPEX-77 ATTENDEES

Subject: Administrative Arrangements

1. This is by way of a follow-up to your acceptance of the invitation extended by General Brown to attend SHAPEX at SHAPE Headquarters in Belgium, 12-13 May 1977. The enclosed Administrative Brochure with Provisional Program has been provided by SHAPE and provides information of general interest for the conference.

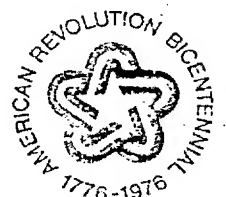
2. Transportation Overseas. Arrangements have been made to provide transportation for US attendees from Andrews Air Force Base in Washington to Belgium and return.

Depart Andrews AFB	8:30am	Wednesday, 11 May
Arrive Brussels	9:50pm	(European Time)
Depart Brussels	3:30pm	Friday, 13 May (Tentative depending on end of conference)
Arrive Andrews AFB	5:50pm	Friday, 13 May (approximately)

You are requested to arrive at the Distinguished Visitors Lounge at Andrews AFB not later than 8:00am on Wednesday, 11 May, so as to allow loading of your baggage and a prompt departure.

3. Transportation in Belgium. SHAPE will arrange for ground transportation from airport to hotel, to and from hotel to conference site each day, and to the airport for return departure to the US. A SHAPE escort officer will meet the aircraft and handle ground arrangements.

4. Accommodations. SHAPE is making arrangements for hotel bookings for the group, but these are not as yet finalized. We have requested a single room with bath for each attendee.



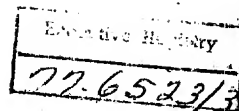
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SHAPEX 77"THE BALANCE OF POWER"PROVISIONAL PROGRAMME

<u>SERIAL</u>	<u>DAY ONE</u>	<u>SPEAKER</u>
1	0900 Announcements	Brigadier S. Boerli
2	0910 Welcome	General A.M. Haig Jnr, Supreme Allied Commander Europe (SACEUR)
3	0915 Opening Address	General Sir Harry Tuzo, Deputy SACEUR
4	0930 Trends in the Military Threat to Allied Command Europe	Major General L.A.D. Harrod, Assistant Chief of Staff (Intelligence) SHAPE
5	1015 Discussion	
6	1045 Coffee	
7	1115 Soviet Global Strategy and Implications for the West	Dr Curt Gasteyger, The Graduate Institute of International Studies, Geneva
8	1200 Discussion	
9	1230 Lunch	Officers' Club
10	1400 Soviet Economic and Technological Capacity	Dr John P. Hardt, Library of Congress, Washington
11	1445 Discussion	
12	1515 The NATO Scene 1977	His Excellency Joseph Luns, Secretary General, NATO
13	1600- 1630 Discussion	
14	Evening SACEUR's Reception	
	<u>DAY TWO</u>	
15	0900 US Appraisal of the Alliance Today	To be announced
16	0945 Discussion	
17	1030 Coffee	
18	1100 NATO's Economic and Technological Potential to meet the Global Threat	Dr Lothar Ruehl, Special Correspondent for Inter- national Security & Military- Political Affairs, ZDF (Second German Television)
19	1145 Discussion	
20	1215 Closing Address: The Way Ahead as seen from Allied Command Europe	General A.M. Haig Jnr, SACEUR
21	1315 Lunch (approx)	Officers' Club

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12:15 p.m. - 6 April 1977 T-3.1
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Re BRUSSELS-SHAPEX Meeting

Colonel Cathcart called to say that he spoke with SHAPE today and was advised that hotel accommodations not yet firm. He will be sending out tomorrow or Friday, a paper covering administrative arrangements, e.g., plane departure time, arrival time, etc. and also giving provisional program items...

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(RECEIVED WASHINGTON DC T-3.1)